

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

700 North 10th Street, Room D215
Sacramento, CA 95811-0336
(916) 341-4200
(916) 341-4203 (FAX)
(916) 327-6318 (TDD)



October 30, 2008

To CSD's Low-Income Home Energy Assistance Program Contractors:

2008 Low-Income Home Energy Assistance Program Contract Amendment, Effective 9/17/2008

Enclosed is your agency's amendment to the 2008 Low-Income Home Energy Assistance Program (LIHEAP), which is effective September 17, 2008. A complete copy of the amendment includes the face sheet, funding information page, amendment language, and the amended Exhibit B attachments listed below. Also enclosed are a "Budget Attachment Notice" with instructions on completing your Exhibit B attachments and updated household targets for HEAP and Fast Track.

In order to expedite the execution of your amendment, please observe the following instructions, and feel free to use this letter as a checklist.

- ☐ If applicable, submit a governing board resolution with an **original signature** of your board's authorized representative. If your board's resolution for the original 2008 LIHEAP contract authorized an agent(s) to sign the 2008 LIHEAP contract "*and any amendments,*" this instruction does not apply to your agency.
- ☐ Complete the section labeled "CONTRACTOR'S NAME" on both face sheets. Print or type the name and title of the person who is authorized to sign the contract amendment. Print the date signed. Ensure that your agency's authorized representative has signed both face sheets. Your agency's authorized representative is the person whom the governing board has specified in its resolution as the official representative to sign the 2008 LIHEAP contract and, if applicable, any amendments.
- ☐ The following Exhibit B attachments are part of the amendment packet. Please complete them as applicable and return all copies with the amendment packet. You may use the CSD website's blank budget forms to complete your budget attachments.

ATTACHMENT I	2008 LIHEAP WEATHERIZATION BUDGET, CSD 557D (Rev. 10/29/08) and Instructions (Rev. 10/29/08)
ATTACHMENT II	2008 LIHEAP EHA-16 PROGRAM BUDGET, CSD 537E (Rev. 10/29/08) and Instructions (Rev. 10/29/08)
ATTACHMENT III	2008 LIHEAP NONCONSIDERATION ALLOCATIONS, CSD 516 (Rev. 10/29/08).

☐ Please return two complete copies of the amendment packet to CSD, and arrange all pages in the following order: face sheet, funding information page, amendment language, and Attachments I, II, and III. Include your board resolution as applicable, advance request, and, if desired, a transmittal letter, but please do not staple or otherwise attach these documents to the amendments themselves. If the insurance and fidelity bond documents you submitted with your original LIHEAP contract or another agreement with CSD are still in effect, you do not need to resubmit them. When your agency's amendment is fully executed, Contract Services Unit will mail you one copy for your records.

☐ Please return your completed amendment packet within 30 days (45 days for public agencies) to:

Contract Services Unit
Department of Community Services and Development
P.O. Box 1947
Sacramento, CA 95812-1947

If you are using an overnight service, please send the packet to CSD's street address of:
700 North 10th Street, Room D215
Sacramento, CA 95811-0336.

Please keep in mind that in order for CSD to execute your agency's amendment, all of your contract documents must be **complete**. Authorized persons must sign the board resolution and both face sheets. Except as waived for self-insured governmental entities, the Certificate of Liability Insurance must name CSD as the Certificate Holder and as an additional insured, except for workers' compensation and fidelity bond. Insurance documents that are on file at CSD must provide proof of current coverage or you must replace them. Coverage must include workers' compensation insurance, fidelity bond, public liability, and vehicle insurance.

If you have questions regarding this amendment process, please contact Donna Fairchild of my staff at (916) 341-4275. For questions regarding insurance coverage, please contact Anneliz Rodriguez of my staff at (916) 341-4335. For questions regarding contractual requirements, reporting forms, or other requirements, please contact your Field Representative.

Sincerely,



Original signed by
MONTE JOHNSON
Manager, Contract Services Unit

MWJ:DGF
Enclosures